



**REQUEST FOR QUALIFICATIONS**  
**North Ames Street Sidewalk Design**  
**Matthews, NC**

**Due Date:** Tuesday, February 23, 2021

**Time:** 4:00 PM EST

**Receipt Location:** Digital Only in Adobe PDF Format - [dstoogenke@matthewsnc.gov](mailto:dstoogenke@matthewsnc.gov) (Due to limited in office staff because of Covid-19)

**City or Town Contact Person**

Name: Dana Stoogenke, AICP

Title: Transportation Planner

E-mail: [dstoogenke@matthewsnc.gov](mailto:dstoogenke@matthewsnc.gov)

Telephone: 704-708-1245

**1. SUBMITTAL DEADLINE**

In accordance with The Town of Matthews guidelines, submittals for the services specified will be received at the above specified location, until the time and date cited. Submittals received by the correct time shall be considered. Submittals received after the due date and time will not be considered.

Submittals shall be submitted digitally with the Subject line: **RFQ: North Ames Street, Matthews, NC.** Instructions for preparing the Statement of Qualifications (SOQs) are provided herein.

SOQ's are to be received by email to [dstoogenke@matthewsnc.gov](mailto:dstoogenke@matthewsnc.gov) by 4:00 pm EST, **on Tuesday, February 23, 2021.** *Any submittals received after this date and time shall be rejected without exception. Only digital (Adobe PDF Format) submissions will be accepted because of limited office staff, due to Covid-19. If a firm needs an alternative method, please contact Dana Stoogenke, [dstoogenke@matthewsnc.com](mailto:dstoogenke@matthewsnc.com) or by phone 704-708-1245.*

**E-Mail:**

**Dana Stoogenke, AICP**  
**Transportation Planner**  
**[dstoogenke@matthewsnc.gov](mailto:dstoogenke@matthewsnc.gov)**

**Questions:** Submit all questions regarding this Request for Qualifications in writing to: Dana Stoogenke, Transportation Planner at [dstoogenke@matthewsnc.gov](mailto:dstoogenke@matthewsnc.gov) by February 12 , 2021. The last Addenda will be issued by Tuesday, February 16, 2021. There will be no pre-submittal conference.

**Addenda:** This RFQ and any addenda will be posted on the Town's "Bids & RFP's" webpage under the "Business" tab. This page can also be accessed via this link: <https://www.matthewsnc.gov/bids.aspx?categoryid=0&id=20694&catid=565>. Firm must acknowledge receipt of Addenda in the SOQ.

Selection criteria are outlined in this document. The Town of Matthews reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. With limited response, The Town of Matthews reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

## **2. PURPOSE AND SCOPE**

Mecklenburg County, North Carolina is an entitlement community under the Community Development Block Grant program, administered by the Department of Housing and Urban Development. Town of Matthews has partnered with Mecklenburg County Government to develop projects within their community. The Town Board of Commissioners acknowledges that architectural and engineering design services are necessary for timely completion of Mecklenburg County Community Development Block Grant programs.

Services to be provided shall include architectural and engineering services for all phases of development of design, bidding and construction documents, and construction administration services.

### **1) INTRODUCTION AND PROJECT OVERVIEW**

The Town of Matthews is a vibrant community nestled between Charlotte and Union County with an estimated population of 32,117 according to the US Census Bureau. Matthews sits within Mecklenburg County and is a member of the Charlotte Regional Transportation Planning Organization (CRTPO). This RFQ is directly related to the following goals of the Town's Board of Commissioners:

- **Transportation:** *To identify, plan, design, fund and build transportation facilities that efficiently and effectively serve the community in a cost-effective and environmentally sensitive manner.*
- **Quality of Life:** *To maintain our small-town identity by providing a vibrant downtown, pedestrian friendly community, extensive green-space system, and recreational and cultural activities.*

The Town of Matthews, through its Public Works Department, seeks firms to submit qualifications for preliminary engineering and design services and right-of-way plats ready for recording.

### **North Ames Street Sidewalk Project:**



The selected firm will demonstrate experience and excellence in completing projects that encompass:

- Creating design concepts for multi-modal transportation with an emphasis on pedestrian facilities.
- Design of sidewalks within constrained areas; implementing innovative and creative solutions for pedestrian facilities.
- Completing requested tasks on schedule and within the limits of the contracted budget.
- Incorporating local design standards.
- Incorporating feedback from the public, local officials and staff.
- Knowledge of relevant NCDOT regulations and local Unified Development Ordinance. <https://www.matthewsnc.gov/pview.aspx?id=20754&catid=567>
- Construction administration of pedestrian facilities.
- Provide presentations and status summaries as requested to project manager, Town staff, and the Town Board of Commissioners; provide mapping, reports/presentations and attendance at neighborhood public meetings, public hearings, and other meetings as requested.
- Prepare all data/design drawings in AutoCAD using the drawing standards and layering conventions agreed upon by the Town and the firm.
- Prepare and obtain any required approvals, permits, and environmental letters from all relevant state and local agencies.

- Evaluating necessity of right-of way/construction and travel easements acquisitions. Anticipating and planning for any required relocation of utilities. Determine if Right-of-Way or easement acquisition is required. Generate Right-of-Way plats (with parcels and owners identified) ready for recording.
- Provide an engineer's cost estimate with quantities and line item costs.
- Prepare bid package and manage bidding process.

### 3. GENERAL TERMS

**Conflict of Interest:** No person who is an employee, agent, consultant, officer, or elected official or appointed official of recipient or sub-recipient who exercises any functions or responsibilities with respect to CDBG activities or, is in a position to participate in the decision making process or, gains inside information with regard to such activities may obtain a financial interest or benefit from a CDBG activity, have a financial interest in any contract with respect to a CDBG activity or its proceeds for themselves or those they have business or immediate family ties.

**Excluded Parties ("Debarred and Suspension):** Title 24 Code of Federal Regulations Part 24 requires that Mecklenburg County not enter into contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from Participating in transactions involving Federal funds. All firms are required to certify that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in programs funded by a Federal agency. Further, all firms must certify that you will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 24 Code of Federal Regulations Part 24.

**Minority and Women Owned(MBE/WBE) or Disadvantaged Businesses (DBE):** Minority Businesses (MBEs), Women Businesses (WBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with federal grant funds. Town of Matthews will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise is discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

**Equal Employment Opportunity:** All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Town of Matthews will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

**Hold Harmless:** The Firm shall indemnify Town of Matthews against any and all loss or damage to the extent arising out of the Firm's negligence in the performance of services under this Request and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Request.

**Drug-Free Workplace:** During the performance of this Request, the Firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such



prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Firm maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

THE TOWN OF MATTHEWS RESERVES THE RIGHT TO REJECT ANY AND/OR ALL QUALIFICATIONS AND TO WAIVE ANY AND ALL TECHNICALITIES.

#### **4. SUBMITTAL REQUIREMENTS**

Submit one (1) digital copy in Adobe PDF format to [dstoogenke@matthewsnc.com](mailto:dstoogenke@matthewsnc.com) with the subject line RFQ North Ames Street, Matthews, NC. If the firm is unable to submit digitally, please contact Dana Stoogenke ([dstoogenke@matthewsnc.com](mailto:dstoogenke@matthewsnc.com)) for further coordination. Online submittals are because of the impacts of COVID-19, which has caused reduced office staffing. The Adobe PDF proposal package must have original signatures within the digital copy and must be signed by a person who is authorized to bind the proposing firm. An SOQ may be rejected if it is incomplete. Town of Matthews may reject any or all proposals and may waive any immaterial deviation in a proposal.

The total length of the SOQ, including cover letter, should be no more than 20 pages. SOQs shall be printed on 8-1/2” x 11” paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Font size should be no smaller than 11 point Arial or Times font. Key personnel resumes should be brief and concise (included in the 20 page limit). Section dividers will not count toward the 20 page limit. Please provide the following information in the sequence of the major headings described below.

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#### **SECTION 1: COVER LETTER**

The cover letter shall briefly introduce your firm and any sub consultant team members, as well as:

- Contact information including the name, phone, and email address of the Town’s primary contact person (and any other key staff who would regularly communicate with Town Staff)
- Address of the office where work will be performed
- General statement of the firm’s history, financial stability, and number of years the firm has been in business in its current capacity
- (If Applicable) Any conflicts of interest the firm or key personnel may have in relation to this project
- Insurance Information
- The firm’s NC Engineering License Number
- Confirm receipt of addenda (or none posted)

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#### **TAB 2: FIRM BACKGROUND/EXPERIENCE (ADJUST AS NEEDED)**

Provide a general description of the capabilities of your firm, including an overview related to its history, overall size, and experience preparing designs, construction bid documents and contract management oversight for Sidewalk Programs for governmental entities.

A list of any relevant completed (within the past five years) or ongoing transportation projects (particularly projects involving bicycle/pedestrian facilities, downtown intersections and any projects falling within the jurisdiction of CRTPO). Please include the following for at least three projects:

- Name and description of the project
- Start and end dates of the project
- Project staff and their responsibilities (list only current staff)
- Contact information for contracting organization (The Town reserves the right to contact any organizations listed and unlisted to learn more about the firm's previous work)

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#### TAB 3: PROJECT TEAM

Provide a Project Team organizational chart identifying the engineer and/or architect team members proposed for this assignment, their availability, and a brief biography of each team member to include specific experience, project role, and office location.

- A resume of each team member should detail relevant experience, length of service with the firm, job duties, educational and professional background
- Identify how experience of staff members will prepare them to successfully perform the Town's requested services
- North Carolina Professional Engineer License information for key staff performing engineering work
- Organizational chart as it relates to the types of services being requested by the Town including all key staff and their location(s)
- A breakdown of Key Staff time commitments (what percentage of their time will be dedicated this this project compared to others they are assigned to)

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#### TAB 4: PROJECT MANAGEMENT AND QUALITY CONTROL

Provide a description of the systems and methods employed by the firm to effectively manage proposed projects including a discussion of: goal setting, managing client expectations, communications, quality control, managing project schedule and cost within prescribed budgets and change management. Include additional information on project schedule controls and any relevant experience expediting project schedule to early project completion.

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#### TAB 5: PROJECT UNDERSTANDING AND APPROACH

Based upon the information presented herein, provide a one to two page description of the overall approach the firm will take to complete this project.

- Explanation of the team's approach to accomplishing the tasks within this proposal, what the team views as critical aspects to be determined, and what steps the team anticipates taking to complete their research, calculations, studies, etc. to arrive at conclusions
- Explanation of how plans will be presented to the Town, outlining any innovative methods to visually communicate the team's recommendations
- Explanation of how the firm will incorporate local design standards and current industry standard design

- Approach to estimate of the cost to construct this project
- Evidence of an adequate accounting system to correctly identify and invoice costs chargeable to the project
- Brief discussion of the firm's philosophy in regards to public projects and why the firm is the best positioned to respond to the wants and needs of the community

## 5. SELECTION PROCESS

Maintaining the integrity of the RFQ process is of paramount importance. To this end, please do not contact any members of Town of Matthews or its staff regarding the subject matter of this RFQ until selection has been made, other than the Town of Matthews designated procurement or designated staff contact person identified in the introduction to this RFQ. Representatives of Town of Matthews will read, review, and evaluate the qualifications independently based on the evaluation criteria. The Town of Matthews reserves the right to conduct interviews with a shortlist of selected respondents.

A committee of Town staff chaired by Dana Stoogenke, Matthews Transportation Planner will review all submittals. The committee may choose to interview any or all of the firms that applied. Interviews may be done via phone, virtual video meeting, or in person, and scheduled as soon as possible. Following the interviews (if applicable), the committee will evaluate the information provided, jointly rank submissions, and check references. The committee will then request cost proposals from the top rated firm(s), including specific detail on direct labor costs, miscellaneous fees, overhead, etc. in order to finalize details of a contract. If Town staff and the preferred firm(s) come to an agreement on the contract details, that applicant firm(s)' proposed contract(s) will then be brought to the Town Board of Commissioners for acceptance. In the event Town staff and the top rated firm(s) cannot come to agreement within a reasonable amount of time as determined by the Town, negotiations will be terminated and the next most qualified firm(s) will be contacted.

The following factors will be used in the initial evaluation process.

### REPUTATION, QUALITY, AND EXPERIENCE OF FIRM (40 POINTS POSSIBLE)

- How substantial is the firm's experience in providing similar services for a State, County, City or Town of comparable size and complexity?
- How substantial is the experience and qualification of the firm's proposed project lead staff member for this type of work?
- Does the firm have experience working with local governments?
- Did all references listed have a favorable experience with the firm? Would they work with them again? How comparable was their project?
- Does the firm have the depth and breadth of resources necessary to achieve the Town of Matthews goals in a designated timeframe in order to keep it on schedule?
- Did the firm demonstrate an understanding of the specific needs of the Town of Matthews in this effort?

### PROPOSED PROJECT TEAM (20 POINTS POSSIBLE)

- Does the proposed project team appear to have the appropriate experience and capabilities to perform the project?
- Is the firm proposing to use local resources to enhance communication with the Town of Matthews, regulatory agencies, and other interested stakeholders?
- Does the firm's organizational structure support the project team and project objectives?
- Is the availability of key team members to participate adequate to support the Town of Matthews?
- Does the firm understand the local design standards?

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#### OVERALL PROJECT MANAGEMENT APPROACH (20 POINTS POSSIBLE)

- Does the firm successfully demonstrate its approach to Project Management in regards to quality assurance, cost control, and schedule?
- Does the firm adequately address schedule controls?

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#### PROJECT UNDERSTANDING AND APPROACH (20 POINTS POSSIBLE)

- Does the firm demonstrate an understanding of the critical issues associated with this project and provide the Town of Matthews with an approach that will address both short-term and long-term goals and objectives?
- Does the firm understand the project-specific issues and their responsibility in delivering services for the advertised project.

### 6. SCHEDULE

It is anticipated that the review of qualifications are tentatively scheduled to be completed by Friday, March 5, 2021. All firms submitting as SOQ will be notified of the results of the selection process.

These tasks must be completed before a date agreed upon by the Town and the firm. Below is a the schedule for the selection and contracting process:

- The Town will review all submitted Qualifications Packages starting February 23, 2021, with the expectation (a) finalist(s) can be determined. The finalist(s) will be selected by March 5, 2021, to prepare required documents for the Board of Commissioners.
- Town staff will bring a recommendation to the Town Board of Commissioners at their regular meeting on Monday, March 22, 2021, at 7:00 PM. If the Board of Commissioners agrees to a contract, Town staff will work to get it signed the week of March 22, 2021.
- Town staff and the selected consultant team will schedule to meet together by March 31, 2021, to review the scope of services and any additional background information.

The application package should include a proposed schedule with specific milestones for each project and specific dates that elements may be completed and presented to Town Staff/The Board of Commissioners. This proposed schedule should include anticipated construction bid date.



## **7. MISCELLANEOUS PROVISIONS**

Ownership of Qualifications Package: Upon delivery to Dana Stoogenke email, all RFQ responses will become the property of the Town of Matthews.

Public Disclosure of Qualifications Packages: All proposals received by the town in response to this RFQ shall be considered public record documents.

Reasonable Inquiry: The Town may conduct any reasonable inquiry to determine the responsibility of the firm and its team members. The submission of a Qualifications Package constitutes permission by the firm for the Town to verify any information incorporated into the package. If deemed necessary, the Town may request follow-up details from the consultant firm. Failure to comply with such a request may disqualify the firm from consideration.

Addenda: Any Addenda determined by the Town as necessary to clearly explain the Town's request, or to outline a complete response will be posted to the Bids & RFP's webpage of the Business tab at [www.matthewsnc.gov](http://www.matthewsnc.gov). It will be the responsibility of submitting firms to verify if any Addenda are announced there.

Changes: The Town Manager will be authorized to change or expand any of the identified tasks within the scope of services after a contract is negotiated. Such changes must be in writing and within the general scope of the contract. The contract may be modified to reflect any time or money adjustment the selected consultant firm is entitled to receive. No change for any extra work or material will be allowed, except as provided here.

Documents, Materials, Graphics, and Data: All documents, illustrations, graphics, charts, cross sections, report findings, traffic counts, calculations, background research, and other related data that was developed or obtained as a result of this contract becomes the Town's property, unless specifically provided for in the contract. The Town has the right to use, display, and reproduce any documents and data.